

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130108-4
 Classification

REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						DDS/OL/RECD-10
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
Safehouse Utilization						
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING	<input type="checkbox"/>	ADMIN. GENERAL
		LOGISTICS	<input type="checkbox"/>	SECURITY	<input type="checkbox"/>	OTHER (specify)
		MEDICAL	<input type="checkbox"/>	FINANCE	<input type="checkbox"/>	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
3	Semiannual			1		
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum	<input checked="" type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.		Established by Chief, RECD	
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Safehouse Section of RECD			None			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-12.3	7.28	17	=	123.76	2	= 247.52
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						247.52
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Inform Chief, RECD, and Director of Logistics of type and scope of safehouse utilization.						